



Shri Gajanan Maharaj Shikshan Prasarak Mandal`s
SHARADCHANDRA PAWAR COLLEGE OF PHARMACY
DUMBARWADI. (OTUR), TAL: JUNNAR, DIST: PUNE. 412409

STAFF WELFARE SCHEME

2020-2021



STAFF WELFARE SCHEME

Introduction:

This scheme provides welfare measure for teaching staff during the employment at Shri Gajanan Maharaj Shikshan Prasarak Mandal's Sharadchandra Pawar College of Pharmacy, Dumbarwadi, Tal - Junnar, Dist - Pune. The document is prepared in consideration of promoting a positive and supportive work environment and overall development and satisfactory employability to staff. "Staff Welfare Scheme" refers to the various services, benefits and facilities offered to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages. The document underlined policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of Shri Gajanan Maharaj Shikshan Prasarak Mandal's Management.

Objective:

The Staff Welfare Scheme document would meet the below mentioned objectives:

- ✓ To ensure favorable working environment for staff members to excel with academic/administrative excellence by various activities.
- ✓ To provide the (Financial/Medical/Personal) opportunities for staff welfare.
- ✓ To provide opportunity to obtained higher education in continuation with service.
- ✓ To provide the facilities to carry out research work / Ph.D. course work.



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Name of the Policy/ Guidelines	Staff Welfare Scheme guideline
Short Description	The Staff Welfare Scheme guidelines applicable to teaching staff of the SPCOP.
Scope	The Staff Welfare Scheme is applicable to all the teaching staff of the SGMSPM's Sharadchandra Pawar College of Pharmacy, Otur
Date of Approval	01/01/2021
Effective Date	01/01/2021
Approval Authority	President / Secretary , Shri Gajanan Maharaj Shikshan Prasarak Mandal's, Otur
Responsible Chairperson	Principal , Sharadchandra Pawar College of Pharmacy, Dumbarwadi, Otur



Nature of Assistance Available Under the Scheme:

01. Employee Provident Fund:

Employees are eligible for Provident Fund benefits as per the provisions of the "Employees Provident Funds and Miscellaneous Provisions Act, 1952" and the scheme framed there under by the Govt. of India from time to time. Every month the specified amount will deduct from employees salary and deposited with management share to employees PF Account. The employee can contact to institute accountant/Administrative staff for further details.

02. Employee Group Insurance:

The college has contributes the 100% amount of employee group insurance for teaching staff the insurance is applicable to accidental damage. (The amount is specified in the policy document).

03. Financial Support for attending seminar, workshop, conference, membership, etc.

Teachers will get financial assistance for attending State /National / International level Seminars / Workshops / Conferences / Symposia's / faculty development programs in the field of pharmaceutical sciences. Teachers will also get 50% financial support to obtain professional membership of relevant field.

04. Financial Support for organizing seminar, workshop, conference, membership, etc.



Institute will organize various academic/administrative training programs to upgrade skills/knowledge of teaching/Non-teaching staff. After Successful completion of training/attending the program staff will award with certificate. Staff promoted to organized the seminar, workshop, symposia, conference, faculty development program as a coordinator staff should send proposals for the above mentioned programs to obtain the grants from SPPU, AICTE, DST, ICMR, etc for organizing the national and international level scientific events. Coordinator should take the responsibility to generate the fund to organize the scientific events. The trust will contribute 30% of the amount for the same.

05. Facilities for carry research work / Acquire higher qualification:

Teachers will get financial assistance for purchase of chemicals / glassware to perform their Ph. D. research work in the college premises. Teachers can use the equipment / instrument / library facilities to obtain higher qualification / carry research work at the college premises. To continue the research work as PDF (Post Doc Fellowship) faculty will get the study leave for one year as per the study leave facility.

Following condition for financial assistance:

Limit of Rs. 25,000/- for Ph.D. scholar

Limit of Rs 10,000/- for P.G. Work

To pursue Post Doc Fellowship faculty will received Basic + AGP for the tenure of PDF not more than one year.



06. Women's grievances redressal Cell:

SPCOP constituted an Internal Complaint Committee (ICC) / Women's grievance redressal cell to address issues related to women employees / Girl students. The mechanism has been established to register / handle and solve the women's grievances as per the norms of regulatory authority. The ICC also organized the events like, Women empowerment, gender sensitivity, etc for the women employee and girl's students.

07. Transport facility:

The college has transport department and ensures transport facility to teaching staff. Employees can avail the transport facility for official work from the different bus route. The procedure to apply for transport facility is faculty should apply every academic year with the prescribed applications to avail the free bus facility.

08. Financial support to carryout research project:

The college will provide the financial assistance to the selected research projects to the faculty to carry out the research projects as per the below mentioned categories:

- Minor Research Project: 20,000/-
- Major Research Project: 50,000/-

* R & D committee will decide the financial allocation.



Employee should give the assurance of outcome of the project in the form of SCOPUS publications / patents / To Generate data as a pilot study for funding writing research proposals for funding.

The college will give 5% incentive to the staff who had received the funds for research from various funding agency like, AICTE, DST, DBT, ICMR, UGC, SPPU, etc. The college will contribute 20% financial support of received funds to carry out the research project, outsourcing activity, travelling for presentation, field works.

09. Scientific Publication Incentives (SPI):

In order to encourage the academic staff of SPCOP towards making high-quality scientific publications financial incentives will be provided within the framework of Scientific Publication Incentives (SPI) Program. The following Principles of Application have been laid down for the operation of the SPI program.

a) Full text articles (case presentations, short papers, letters to the editor etc. not included) with Shri Gajanan Maharaj Shikshan Prasarak Mandal's Sharadchandra Pawar College of Pharmacy, At Dumbarwadi, Post Khamundi, Taluka Junnar, District Pune, Maharashtra, India-410504 address, published in scientific journals covered by ISI-Web of Science, SCOPUS (the SCI list, not SCI-Expanded list will be taken into consideration).

b) Books written as a product of original research or chapters in such a book with Shri Gajanan Maharaj Shikshan Prasarak Mandal's Sharadchandra



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Pawar College of Pharmacy, At Dumbarwadi, Post Khamundi, Taluka Junnar, District Pune, Maharashtra, India-410504 address and published by well-known publishing houses in scientifically advanced countries.

The staff should be contributed as first author / corresponding author / paper impact factor (With Well know scientific agency).

The staff should submit the application for the incentive with the below mentioned format.

Sr. No.	Author Name As per Article.	Journal Name	Title of Research Paper	Volume (Issue) P. No.	Publishing Agency	Corresponding Authors (Yes / No)	Indexing	Impact Factor

The publication incentive amount will be decided by the Management and Principal. Maximum amount will be allotted per publication is 5000.00 Rs. By Cheque only.

* Faculty can apply for any number of publication for the incentive during the academic year to get more incentives (No limit for incentives and publication).

10. Leave Facilities:

During the probation period faculty can not avail the any type of leave facilities mentioned with staff welfare scheme.

Probation period for 01 Year for the M. Pharmacy qualification

Probation period for 05 month for the Ph.D. faculty



Staff members can avail the leave facilities as per the eligibility criteria and norms of Shri Gajanan Maharaj Shikshan Prasarak Mandal's Sharadchandra Pawar College of Pharmacy, Otur.

a) Casual Leave: The teacher shall be entitled to 15 days casual leave in an academic year (Start from 01st April to 31st March).

b) Duty Leave: The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

c) Special Leave: The staff should serve with the institute more than 05 years are eligible to get the special leave. Special leave is permitted only for the following reason with permission of head of the institute.

Own marriage: 10 Days, House worming (only one): 03 Days, Munj: 03 Days,

Traveling Leave: (Once in the year): 08 Days.

* Travelling leave should be taken once in a three year.

* The faculty who avail the travelling leave should submit the details of travelling tickets, accommodation, food during stay and travelling at the time of joining.

d) Earned Leave: The confirmed non-vacation teacher shall be entitled to earned leave it will be consider the privilege leaves; balance casual leave will be carry forward in next academic year. Faculty cannot take balance leave in continuation. If any faculty will work for 180 days without taking any leave will be eligible to get the 5% of basic + AGP in the form of incentives.



e) Study Leave: The permanent full-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave. Faculty who is pursuing full time Ph.D. they are eligible to get privilege of study leave for the course work completion for the period of 03 month. During the study leave faculty will get the full pay during the course work. Faculty who had completed services for the five years at the grade of Associate Prof eligible to get study leave for one year with Basic + AGP to pursue Post Doc study.

f) Maternity Leave: The permanent lady teacher or the lady teacher with the minimum 05 years' continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate will be paid the Basic + AGP for the above mentioned period during leave.

g) Vacation Leave: Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution. Summer vacation 45 Days, Diwali vacation 21 Days.

h) Medical Leave: All the employees are entitled for Medical Leaves (ML) in an academic year (1st April to 31st March) with the below mentioned conditions.

- Medical Major surgery for the period of 03 month faculty will get full salary,
- Medical recovery for the period of 09 month faculty will get Basic +AGP only.



- The financial assistance for the medical expenses will provided to the faculty up to 02 lakhs for the period of 12 months with 0% interest. The faculty should repay the amount after rejoining within period of 12 months.
- Minor medical leave will be considered for hospitalization for the period of 10 days in case of mentioned disease conditions: Typhoid, Malaria, Dengue, and Covid-19.
- * All the faculty are requested to submit your all the medical certificate, bills, reports with the application to get approval for the by the Head of the Institution after joining to the college. Faculty should communicate the medical emergency to the office within period of 24 Hrs. College will financially support to the staff to open the medical health insurance policy with the amount of 5000.00Rs.
- * Faculty should have minimum of 05 years continue service in the SPCOP to avail the medial leave facility.

h) Permission / Movements: Depending on urgency of the mater Principal/faculty /staff may leave the campus for personal reasons twice in a month for up to about 45 mins. before the out time for the mentioned purpose only like banking, postal, gas delivery, or in case of any emergency.

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedures are will discussed and defined to avail the welfare scheme for teaching staff. Employee shall follow the procedure and apply through proper channel to avail the welfare scheme. The higher authority President /



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Secretary / Principal / shall provide the decision based upon eligibility criteria and norms of Shri Gajanan Maharaj Shikshan Prasarak Mandal's Management. Any dispute or disagreement will be addressed by higher authority as per the Shri Gajanan Maharaj Shikshan Prasarak Mandal's norms and employees shall bind to the same.

* The separate application forms should be submitted with relevant documents to the SPCOP office to avail the benefits of different faculty welfare schemes.



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